The Microsoft Excel 2000 template program is designed to calculate utility allowances that are submitted with your annual budget. When opening your template, you must enable the macros designed into the spreadsheet. COPY the template to your hard drive for your use.

(For ease of use you may wish to print instruction sheet before proceeding)

<u>**Instructions for Use:**</u>

Tabs will appear at the bottom of your screen that correspond to the utility allowance input/output, owner's certification and rent schedules:

THE OWNER'S CERTIFICATION AND RENT SCHEDULE TABS WILL CHANGE DEPENDING ON WHICH DEVELOPMENT YOU HAVE SELECTED ON THE UNPUT TAB.

The following tabs will appear for **all** developments.
- Instructions;
- Input Data;
- Output Data;

Section 236 Development Tabs:
- Section 236 Owner's Certification;
- 236 Rent Schedule;
- 236/Moderate Rent Schedule

Section 236 Decoupled Development Tabs:
- Section 236 Owner's Certification;
- 236 Decoupled Rent Schedule

Section 8 Development Tabs:
- Section 8 Owner's Certification;
- Section 8 Rent Schedule;
- Section 8/Moderate Rent Schedule

Section 8 Paid-Off Development Tabs:
- Section 8 Paid-Off Owner's Certification;
- Section 8 Paid-Off Rent Schedule

MSHDA Programs Development Tabs:
- MSHDA Programs Owner's Certification;
- MSHDA Programs Rent Schedule

1. <u>**Input Page:**</u>

    a. Select the development name from the drop down list. The MSHDA # and management company name will automatically fill when the name of the developments are selected.
    b. Provide the name of the electric and gas companies that provide utilities to the development. Place your curser in the "Budget Year" input field. Use the "pick arrow" to the right and choose the appropriate year. **You must complete this step for all other documents to register the correct year**. You may "tab" between entry fields or place your curser in the appropriate cell **(input entry cells are shaded in yellow).**

c. Using the updated electrical and gas rate information included in the current year's budget package, fill in the appropriate rates that pertain to the development. Include all service charges, if appropriate. If the utility company servicing the development is not included in the schedule, you must obtain this information directly from the utility company.

d. By selecting the "pick arrow" that appears in the Detroit City User's Tax field, indicate (yes/no) if the development is with in the Detroit city limits. **You must choose one for accurate calculation.**

e. By selecting the "pick arrow" that appears in the Development Program field, choose the appropriate program. **You must indicate a program to generate the appropriate certification and rent schedule**.

f. **ELECTRIC:** In table "A. 25% Sampling for each BR size", enter the total number of units for each unit type where a resident receives a utility allowance. The program will automatically calculate 25%, giving you a number for your sampling. You must analyze a minimum of five (5) units of each unit type unless there are less than five units of a particular type. In that situation, all of the units of that unit type must be included in the sample. You may use a sampling in excess of 25%; however, this figure must be hand entered. Add the consumption data from the 25% sampling for each bedroom size to determine the average KWH usage. Enter the Total KWH per 12 Months for each unit type.

g. One (1) high and one (1) low KWH usage units may be deleted from each of the unit types recorded in Step "e". In table "B - Adjusted (Net) Sampling for each BR Size", enter the net amounts for the units remaining in the sample. **If a 25% sampling in a given unit type is less than 5 units, you must use a minimum of 5 units. The net number of units sampled may not be less than three (3). Example: 5 units - (1 low KWH usage + 1 high KWH usage) = 3 sampled units.**

   NOTE: If there are 4 or less units of a particular type, all of the units are to be used in the calculation.

h. **GAS:** In table "C - 25% Sampling for each BR Size", enter the total number of units for each unit type where a resident receives a utility allowance. The program will automatically calculate 25%, giving you a number for your sampling. You must analyze a minimum of five units of each unit type unless there are less than five units of a particular type. In that situation, all of the units of that unit type must be included in the sample. You may use a sampling in excess of 25%; however, this figure must be hand entered. Add the consumption data from the 25% sampling for each bedroom size to determine the average CCF usage. Enter the **Total CCF per 12 Months** for each unit type.

i. One (1) high and one (1) low KWH usage units may be deleted from each of the unit types recorded in Step "g". In table "D. Adjusted (Net) Sampling for each BR Size," enter the net amounts for the units remaining in the sample.   If a 25% sampling in a given unit type is less than 5 units, you must use a minimum of 5 units. **The net number of units sampled may not be less than three (3).** Example: 5 units - (1 low KWH usage + 1 high KWH usage) = 3 sampled units.

   NOTE: **If there are 4 or less units of a particular type, all of the units are to be used in the calculation.**

2. Output Page:

a. Enter the current utility allowance for each unit type. The proposed utility allowance will be calculated automatically.

3. Owner Certification:

    a. The appropriate program certification tab will be be displayed. Provide the required information in the yellow shaded cells.

        NOTE: **If your development is a combination 236/Moderate, you must complete the 236 Owner Certification for the 236 units. In a like manner, if your development is a combination Section 8/Moderate, you must complete the Section 8 Owner Certification for the Section 8 units.**

    b. When you have completed the program certificate, choose the tab that corresponds to the appropriate rent schedule.

4. Rent Schedule:

    a. Complete by entering data in the input fields (yellow shaded). **NOTE:** If the development is a standard Section 236 or Section 8, there will be two rent schedules displayed. One is the standard rent schedule, and one is for the developments that have moderate units. Only the applicable schedule should be completed.

    b. If the proposed rent exceeds the maximum allowable rent on the applicable rent schedules, the worksheet will not calculate the rent until it is at or below the maximum allowable rent.

    c. The "Total Units" field on the rent schedules can be overridden, if necessary.

5. After checking for accuracy, print the **Input Sheet, Output Sheet, Owner Certification document and Rent Schedule.** When the Owner Certification has been properly signed, forward these documents with your budget submission.